RM Easiteach Next Generation: Icon Overview

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| As you can see the opening screen automatically launches upon clicking the ETNG icon. This screen provides quick access to some key features and documents. Here is an overview of the icons:   * New opens a blank document. * Open opens an existing document.      * Recent documents is a useful and quick way of getting straight to what you have been working on. * Activities opens the Easiteach samples folder - ETNG comes with some pre-prepared activities and templates to get you started and to give you some ideas on what can be produced. * My Easiteach is a configuration tool provided so that settings can be adjusted. * There is also a quick link to the Easiteach website with all our contact information.   There are 1000+ free activities on our website - Easilearn.com - and these will be available in a range of languages soon.   |  | | --- | | The main toolbar on the left holds the buttons for the different functional areas and the ones on the right contain some of the common action buttons such as 'cut, copy and paste' and 'undo and redo'. Functional areas:   * 'e' menu - open new or existing documents, save, and My easiteach.      * Drawing toolbar - Paint brush, pen highlighter and fill tools.      * Text toolbar - Size and font of text including cloze tool - we'll learn about that later!      * Special effects tools - choose an action for your item and an effect to go with it.      * Widget bank - a range of widgets including calculator, graph, and dice.      * Multimedia resource bank - a world of images audio and video just type what you're after in the search.      * Scrapbook - save items and reuse them in your own scrapbook, we'll show this next time.   As with all IWB applications there is also an 'edit mode' and a 'select mode'. ETNG also has a 'play mode', this allows pupils to interact with pages more easily by removing bounding boxes on non-interactive objects and so facilitating constant focus on the activity in hand. | |
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**function buttons**

**Select mode **

Clicking this button updates the mouse pointer to show you are in select mode. You can

now select objects and perform actions on them. To select multiple objects, while within

select mode, hold down the Ctrl key and click on the required objects.

**Play mode **

Clicking this button will put you in play mode. Use play mode to allow students to

interact with objects without the editing tools, or to access interactive elements like

widgets or flash files more easily.

**Keyboard **

This option opens the on‐screen keyboard that comes with your operating system. If you

are using a whiteboard it will allow you to type on screen rather than leaving the

whiteboard to return to your computer. The keyboard will appear in the bottom of the

screen, but you can click on it to select it and move it anywhere on the screen.

**Lock aspect ratio **

This allows you to resize objects on the page while keeping their original proportions.

Click to switch this on and then resize the objects as required. Click the button again to

allow objects to be resized freely without constraining proportions.

**Pan **

Clicking this button allows you to pan around the page while you are zoomed in.

**Zoom in button **

To zoom in on a page, select this button which will zoom in on your current page x1. This

can be selected multiple times.

**Zoom out button **

To zoom out after you have zoomed in, select this button which will zoom out x1. This

can be selected multiple times until you can see the full page at the standard view.

**Cut button **

To cut an object in Easiteach, you first need to have it selected and then click this

button. The selected object is cut to the clipboard and the object is removed from the